



THE COCHIN COLLEGE

KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: www.thecochincollege.edu.in

email: email@thecochincollege.edu.in

Declaration on Principal

This is to declare that the following document contains the minutes of IQAC meetings held during 2020-2021.

Mrudula Menon V.





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IQAC Composition - 2020-2021

Sl. No.	Name	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management Representative
5	Dr. Biju P. Thampi	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Teacher Representative
13	Ms. Jeena Jayan	Teacher Representative
14	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative





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Minutes of IQAC Meeting 1

Date: 18/06/2020

Time: 3:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management Representative
5	Dr. Biju P. Thampi	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
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13	Ms. Jeena Jayan	Teacher Representative
14	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeew, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

Orientation and training programmes were decided to be conducted under the auspices of the Digital Solutions Committee to train teachers in various online teaching-learning platforms. The committee approved the list of conveners and chalked out a blueprint for activities. A research meet was scheduled for 23rd, 26th, and 30th June 2020. The Reading Week celebrations plan of action was discussed, and the Malayalam department and Library committee were entrusted with conducting the programmes.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Discussion about conducting classes in online mode and giving training to teachers. 2. Discussion of the academic calendar, approving the list of conveners of various committees. 3. Conduct of research meet by Commerce research centre. 4. Reading Week celebrations.</p>	<ul style="list-style-type: none"> • Orientation and training programmes to be conducted under the Digital Solutions Committee. • Approved the committee list and outlined the blueprint for activities. • Scheduled the Research meet for 23rd, 26th, and 30th June 2020. • Discussed Reading Week celebrations and assigned the Malayalam department and Library committee to conduct programmes.





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Minutes of IQAC Meeting 2

Date: 12/08/2020

Time: 2:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management Representative
5	Dr. Biju P. Thampi	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Teacher Representative
13	Ms. Jeena Jayan	Teacher Representative
14	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

The timetable for internal examinations and other academic activities was prepared based on the academic calendar provided by the university. It was decided to conduct the INIZIO-2020 student induction programme online in October.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Evaluation of UG results, preparation of timetable for internal exams. 2. Dheeksharamb Orientation programme for the newcomers.</p>	<ul style="list-style-type: none"> • Timetable for internal examinations and other academic activities was prepared based on the academic calendar. • The INIZIO-2020 student induction programme was decided to be conducted online in October.





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Minutes of IQAC Meeting 3

Date: [Date Not Provided]

Time: 2:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management Representative
5	Dr. Biju P. Thampi	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Teacher Representative
13	Ms. Jeena Jayan	Teacher Representative
14	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

Nominated one teacher from each department to participate as a resource person for the Shasthrapadam orientation programme for Higher Secondary students. Dr. Vineethkumar was appointed as the coordinator for INIZIO-2020, scheduled from 22nd to 30th October 2020, to be conducted online. Various entries to TIFR CUBE Annual Meet were approved.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Participating in Shasthrapadam career orientation programme of Samagara Shiksha Kerala. 2. Selection of resource persons for INIZIO-2020 Student Induction Programme. 3. Participation in TIFR CUBE Annual Meet by the Department of Zoology.</p>	<ul style="list-style-type: none"> • Nominated one teacher from each department as a resource person for the Shasthrapadam orientation programme. • Nominated Dr. Vineethkumar as the coordinator of INIZIO 2020, scheduled from 22nd to 30th October 2020 online. • Approved various entries to the TIFR CUBE Annual Meet.





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Minutes of IQAC Meeting 4

Date: 01/12/2019

Time: 2:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management Representative
5	Dr. Biju P. Thampi	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
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11	Ms. Zafna Rasheed	Teacher Representative
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14	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

Decided to conduct a seven-day NSS camp UNARV in online mode from 23rd to 29th January 2021. The ED club programmes were scheduled for 29th January 2021 and 22nd February 2021.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Conduct of online NSS camp. 2. Conduct of orientation sessions under the Entrepreneurship Development Club.</p>	<ul style="list-style-type: none"> • Conduct a seven-day NSS camp UNARV online from 23rd to 29th January 2021. • Organize ED club programmes on 29th January 2021 and 22nd February 2021.





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Minutes of IQAC Meeting 5

Date: 11/02/2019

Time: 4:00 P.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management Representative
5	Dr. Biju P. Thampi	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
7	Dr. Annieta Philip	Teacher Representative
8	Dr. Mini P. Mathai	Teacher Representative
9	Dr. Reshimon P.R.	Teacher Representative
10	Dr. Smitha N.R.	Teacher Representative
11	Ms. Zafna Rasheed	Teacher Representative
12	Ms. Anitha Kumari	Teacher Representative
13	Ms. Jeena Jayan	Teacher Representative
14	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

The department of English was entrusted to organize programmes for National Science Day, and the Science and Quiz club was assigned to organize programmes for International Women's Day. Faculty members who were awarded Ph.D. during the year were congratulated.





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Agenda and Decisions Taken

Agenda	Decisions Taken
<p>1. Celebration of National Science Day. 2. Participation in Young Innovators Programme training.</p> <p>3. Celebration of International Women's Day. 4. Preparations for University Youth Festival.</p>	<ul style="list-style-type: none"> • Entrusted the department of English with organizing programmes for International Women's Day and the Science and Quiz club for National Science Day. • Congratulated faculty members who were awarded Ph.D. during the year.





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Minutes of IQAC Meeting 6

Date: 18/04/2020

Time: 11:30 A.M.

Venue: Google Meet

Sl. No.	Members	Designation
1	Ms. Mrudula Menon V	Principal
2	Dr. Geetha M.	IQAC Coordinator
3	Dr. Sindhu K.	Assistant Coordinator
4	Mr. George Mookken	Management Representative
5	Dr. Biju P. Thampi	Teacher Representative
6	Ms. Srividya K.S.	Teacher Representative
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14	Smt. Shyamala Prabhu	Senior Administrative Staff
15	Harsha Sajeev, I M.Sc Physics	Student Representative
16	Prathama S. Bhat, I M.Com	Student Representative

Minutes

The Digital Solutions Committee was tasked with developing a cloud-based system for paperless data collection and compilation. All faculty members were directed to participate in the NAAC webinar series relevant to their criteria.

Agenda and Decisions Taken





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Agenda	Decisions Taken
<p>1. Preparation of pending AQAR. 2. Familiarizing faculty with the RAF.</p>	<ul style="list-style-type: none"> • The Digital Solutions Committee was tasked with creating a cloud-based system for paperless data collection. • Faculty members directed to attend NAAC webinar series pertinent to their criteria.

